

The NATIONAL *Secretary*

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THE NATIONAL SECRETARY

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Number 3

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**The National Association
of School Secretaries**

MAY
1946

for
Secretaries, Clerks, Administrative Assistants
in public, private schools and colleges

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The



PRESIDENT'S MESSAGE

Constance King Cowardin

Thank you for the privilege of serving as your president for two years. The experience has enriched my whole life. I believe that the person you elect to this office will find that she gains more than she gives in the fine friendships that develop and the experiences that come to the president of such a scattered but enthusiastic group.

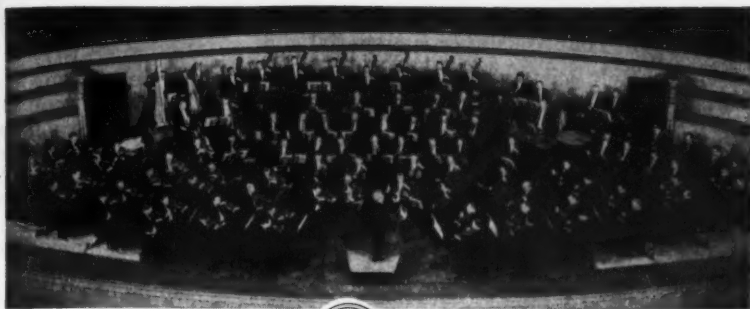
The membership of the National Association of School Secretaries has done the impossible by holding its large membership during the war years when annual meetings for the renewal of enthusiasm and purpose have been "postponed". For this remarkable feat, the members of the executive board are largely responsible. Many of you have received letters from the retiring corresponding secretary, Sara Milner; and treasurer, Edna Atkinson, and from the present vice-president in charge of membership, Belle Kuehny, advising you to continue your membership in this National organization through the "lean" years so that you might be informed and ready for the "fat" years to follow the years of war-time restrictions. At the present moment, it is entirely possible that we might plan for a general meeting in 1947. The appreciation of the entire organization should be given these three for unflinching devotion to the problem of membership.

The other members of the Board have done excellent work in their assigned duties. The Professional Study was continued by Florence Garretson with the able assistance of Eleanor Deardon and Virginia Halsey until Mrs. Halsey's illness made the trio a twosome. Trips to Columbia for conferences with Dr. Elsbree, and questionnaires sent to educators with their replies tabulated, interpreted, and printed were only a part of the hours devoted to this work.

Catherine Daly's Committee on Research tabulated pension plans, retirement systems salary scales, publications and editors tenure, and any other problems relating to school secretaries.

Catherine Crawley, the newest executive board member, has worked on delegate allowance for travel for the Board to its annual meeting to be held at Niagara Falls from July 3 through 7.

Mary Bowers formed the Public Relations committee with the entire membership for committee members. It was her responsibility to see that THE NATIONAL SECRETARY was sent to those persons whose names you had sent her. Only in this way are we able to keep abreast of the changes in administrative officers. We are anxious that key



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persons be informed of the existence of our organization and its aims and policies. Your assistance is essential.

Grace Holt has worked on legislative plans for retirement along with her work on the nominating committee under its chairman Mildred Farner. This committee consists of two board members, two members from the Advisory Council, and a member-at-large. This year the committee is composed of Mrs. Grace Holt (Arizona), Mrs. Dora Lord (California), Elizabeth Zurba (Massachusetts), Mrs. Ruth Thompson (Missouri), and the chairman, Mildred Farner (Ohio). The slate presented to you is the result of the combined efforts of these five persons. They have tried to consider geographical location of the candidates and of the bulk of the membership in National Association as well as the necessary qualities of leadership. Our revised constitution requires two candidates for each office.

In addition to her present duties, Mildred Farner has been chairman of the committee working on petitions to the National Education Association. At the meeting in Buffalo the representative assembly of the National Education Association will act on the recommendation of the board of directors that the National Association of School Secretaries be admitted as a department of NEA. Miss Alvina Carroll and Mrs. Grace Holt were members of that committee under Miss Farner.

Katherine E. Mitchell has had the tremendous responsibility of publishing the "voice" of the association—THE NATIONAL SECRETARY. Each of you has received this excellent magazine three times each year and have been informed through it of all of the activities of your Executive Board. Miss Mitchell's assistant, Margaret Kleiser Woodside, in spite of the interruption of her marriage and honeymoon, has given unstintingly of her time and efforts along with a host of "mailers" from the Pittsburgh Association. "Mailing night" really sounds like a gay social evening instead of the chore it might be.

Our past president, Betty Zimmerman, has consented to take over the scrap book containing the doings of this organization. When Mrs. Alice Teegarden resigned her position with the schools and moved to Texas, she suggested that we offer her job as historian to Miss Zimmerman. The idea of the scrap book was originally hers and we shall look forward to her achievements in this direction. The beautifully bound volume that Mrs. Teegarden has compiled for us will be in Miss Zimmerman's custody.

Louise Henderson, our president emeritus, is busy carrying our banner to greater distinction. She is assisting at two Workshops for School Secretaries this summer—one at Columbia University, New York City, the last week in July, and the other at Purdue University, Indiana, August 5 to 16.

Our columnist, Anne Critchlow, has ably coordinated the doings of local associations whenever news has been given her. She has added the piquancy of her own style to this valuable column.

To all the members of the executive board and those committee members and columnists who have served the Association so faithfully during the past two years, the membership and the retiring president owe a debt of gratitude.

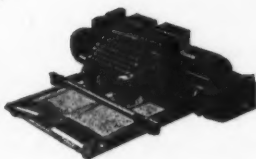
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Editor's Page



Katherine E. Mitchell, Editor

Margaret Kleiser Woodside, Assistant Editor

The school year of 1945-1946 will soon be at an end. As we approach the whirl which always accompanies the closing up of our desks, we shall be thinking of vacation. Vacation is a magic word. To the boys and girls in school, it means one thing, "no more pencils, no more books . . .," but to us who are adults, the word means many things. To some, vacation means a cool porch, a comfortable chair, and a good book; to others it means warm sun and a sandy beach. Still others look upon it as an airplane ride or a visit with old friends or a new course at the University. While to some, vacation means that at last there is time to weed the garden or make that new dress. Whatever you do or wherever you go, may your vacation this year be a very pleasant one.

We should like to take this opportunity to thank our advertisers for their patronage during the year. All advertisements were secured through the efforts of Miss Margaret V. Kernan of Salem, New Jersey.

We should also like to thank our contributors of articles, the printer—Iron City Printing Corporation of Pittsburgh, the "mailers"—everyone who made the issue of the three magazines possible during the school year 1945-1946.

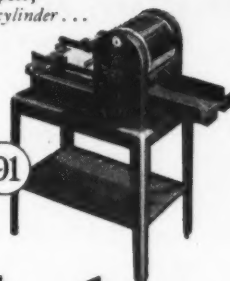
The United States Supreme Court gives the definition of "Good Will" as follows, "The disposition of a well pleased customer to return to the place where he was well treated." We hope you have enjoyed the magazine this year and that you will be among its readers for the coming school year. We shall do our best to keep your good will always.

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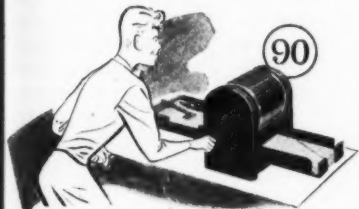
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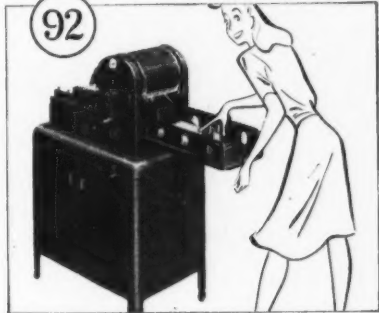
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SCHOOL SECRETARY: ALL DAY LONG THE PROBLEMS ROLL IN

By Velma Nieberding

Mornings about 8:30 as I hurry up the walk to the senior-high building, edging my way around the groups of pupils waiting for the first-hour bell, I experience the inexpressible joy of just being alive that is hard to put into words.

The reasons? The preparations out front for the flag-raising ceremony by the Boy Scouts. The orderly confusion of band students assembling to play the National Anthem—drum majors practicing their twirls—the clarinet section tuning up. Things like that. I look up at the imposing plaque above the doors of our high school and think,

"Through these portals pass the smartest, luckiest youngsters in the world. I bet if the Jap kids had ever had a chance at a school like this, we wouldn't have had a Pearl Harbor!"

What I may think that same day when the "all clear" bell rings at 4:15 and the janitors start down the quiet halls on their evening mission of cleaning classrooms may be something else again!

The one time of the day when I am actually the Secretary to the Principal—the position officially designed as mine—is the hour after school. During the time that school was in session I was occupied with the affairs of nine hundred twenty-seven pupils and twenty-seven teachers, who must use the Principal's office as a clearing house for their problems. My day begins when I walk into the office about 8:30 a.m., noting that the basket on my desk is filled with unanswered mail, copies of tests to be mimeographed, or grades to be recorded.

Already half-a-dozen pupils are at the counter. Some have been absent from school and want permits back to classes. Some want their schedules changed. Has a lost geometry text been turned in? Will we have assembly today? Where is the janitor? (Our janitor is never to be found when stubborn lockers have to be opened or there is an urgent request

to get the temperature of the gymnasium a degree above freezing. When I see the Superintendent, himself, pacing the halls with a baffled look in his eye, I know the janitor is lost again!)

Some of the waiting pupils have notes from home in accordance with an existent rule that a written excuse from the parent must be presented before the office will issue a white or "excused" permit. Pupils are saddened to receive a blue or "unexcused" permit which automatically deducts two per cent from their grades.

The children not in possession of excuses are relying on their native ingenuity and the hope that just once they will catch the secretary in a complaisant mood. To this group, rules are made but to be broken; school is a penance; and the expression, "Education is not only a means to life, it is life itself," has not registered with them. They are the ones who accuse me of having a plastic head or try to beguile with obvious compliments.

Mothers, bless their hearts, not knowing school routine, frequently throw us off the beam. A busy mother telephoning from a pay station at the grocery store is in no mood to be told that we won't call her child out of class unless it's an emergency. She won't be home to fix his lunch, and if that isn't an emergency what is, for goodness sake?

I believe that the position of high-school secretary is infinitely more interesting than the average run of secretarial jobs. It presents an excellent opportunity to acquire adolescent psychology firsthand, a mind for detail, and an understanding heart.

As the school is Public Institution No. 1, the whole city feels—and rightly so—that it has an interest there. This interest is manifested in various ways, such as wanting the Band students to parade at anything remotely resembling a celebration, getting pupils out of class

for various organizations or having the home-economics department prepare banquets for the football squad, the Rotary Club, or visiting dignitaries who happen to be in our midst. While any of these activities spell work for the office as well as the teachers, they are nevertheless pleasing, since it indicates that the town couldn't get along without the high school.

Public interest takes another turn, too, as witness this note that arrived in the morning mail addressed to the Principal:

Dear Sir: Yesterday I took Edgar to school letting him out of the car at two minutes of nine. He tells me that he was tardy to class and received a slip from the office stating that he left the office at 9:10. Now I work at the Post-office two blocks from the school and I checked in at 9:02. If your clock up there is as far ahead of ours as that, we will have to ask Mr. Roosevelt to change the Government time so we can keep up with you.

Speaking of notes that parents write: One morning this one was handed over the counter. Some extra sense of perception made me hesitate to issue the blue permit it apparently rated. Instead I sent both the note and the pupil in to the Principal. The note:

"Please excuse Bill's absence the last three days as he has been picking pecans."

Billy is one of our junior-high problem children and this time he had missed the quarterly tests. His teachers complain that no sooner do they get him on the rolls than he is dropped again for being absent. It's hard on their nerves, not to mention the A.D.A. record! Billy went in to see the Principal with a kind of guarded look—that "You're not going to get anything out of me" attitude that sometimes resists the most skilled questioning.

But the sympathetic interest the Principal displayed was too much for him. He finally told the reason for picking pecans during examination week. His pants had worn out in embarrassing places. The pecans had to be picked and

sold before he could buy a new pair and come to school attired in the manner of his contemporaries.

There is one type of pupil who meets the secretary first but must always and finally end up in the Principal's office if it takes a whole school period to get him there. This is the unfortunate individual who, in school parlance, has been "Kicked Out of Class". My sympathy is usually with the pupil. Take the 8th grader with the unusual, nay distinctive, name of Klimeck. His history teacher never pronounced it right. Day after day Klimeck sat in class and was referred to as "Clemons", to the amusement of his fellow students. Day after day he politely reminded the teacher that she was mispronouncing his name.

Finally along the sixth week of school he could bear it no longer and when she called upon "Clemons" to recite he shouted, "I tell you my name is not Clemons!"

Summarily, of course, he was sent to the office. Fortunately the Principal realizes that anyone, even a child, dislikes to have his name mispronounced. Klimeck was transferred to another history section, and with the exception of a black eye and a smashed nose administered to a classmate who made light of the matter one day on the playground, we have had nothing but good reports from him since.

A high-school secretary must be well-versed in filing systems. I have often thought, searching for some elusive record, that the whole system of education, the very existence of the school itself, depends upon the records housed therein. Going through them you glimpse the army of pupils who have passed this way with only a bit of pasteboard to mark their passing. The secretary must familiarize herself not only with current records but those for every pupil who ever was graduated, hoped to be graduated and wasn't, moved away, or got filed in "Drops". This is especially true since the war. Uncle Sam is checking birth dates, citizenship and IQ's. Families are on the move constantly—and Susie Brown who enrolled in our school

in September may transfer to two or three different schools before May. When Susie moves her grades move with her, resulting in a great deal of work under the heading "Transcripts of Credit".

The inter-communicating sound system in our office is a baffling, complex gadget that I studiously avoid after several years of close proximity to it. Over this ingenious invention the Principal makes general announcements, talks to classrooms, sends radio programs, and finds the janitor. I was trying to locate my boss one day by sending a general S.O.S. Instead I tuned an English class in to a soap opera and the delighted pupils reveled in this tear-jerker until the irate teacher sent word to the office that she had not requested a radio program.

The mimeograph room is a dark chapter in my life. Thousands of copies have I run off on the innocuous-looking duplicating machine, yet some days it assumes a mulish attitude, refusing to take the paper smoothly or to ink the stencil evenly. At such times I close the door so the pupils won't be disillusioned and go to work, usually emerging with ink on my hands and an unpredictable temper. It was on one such occasion that I came hurriedly into the hall and ran into a Lieutenant Colonel, all dressed up in pinks, going down to address the Assembly. There was no set of rules to guide me—for whenever did a secretary dare lay an inky hand on a Lieutenant Colonel?

I ducked into the restroom with a muffled apology. Later, I sneaked down the hall to the auditorium and stole a look at him upon the stage, noting that he held his hand in a sort of careless attitude over the front of his blouse, where I did not doubt reposed the print of an inky hand.

Privileged to work day by day with the Principal in the matters of school administration, the secretary naturally shares his concern over the problems created by the war. One of these headaches is a file headed "Work Permits".

At least one-fourth of our senior-high pupils are attending school on irregular schedules in order that they may work. The demand for pupils to work is so great that we maintain a sort of employment service in the office, listing jobs and making efforts to find pupils to fill them.

Easy money and adult responsibility at sixteen are not calculated to create a normal attitude toward school or teachers who haven't learned to treat sixteen-year-olds as grown-ups. Once granted the freedom of earning his own way a pupil is inclined to resent both study and discipline. Too many pupils are leaving before graduation.

Things I'd like to say to teachers but never do:

I know you are overworked but we don't have any dull moments in the office. Why can't your reports to the office be *right*? Some of the best teachers are the worst offenders in respect to reports. You wouldn't last two days in a business office. And another thing! The Principal doesn't go to all the trouble of getting out a bulletin for you to file in the wastebasket! Why don't you read it? You might find out what is going on in school.

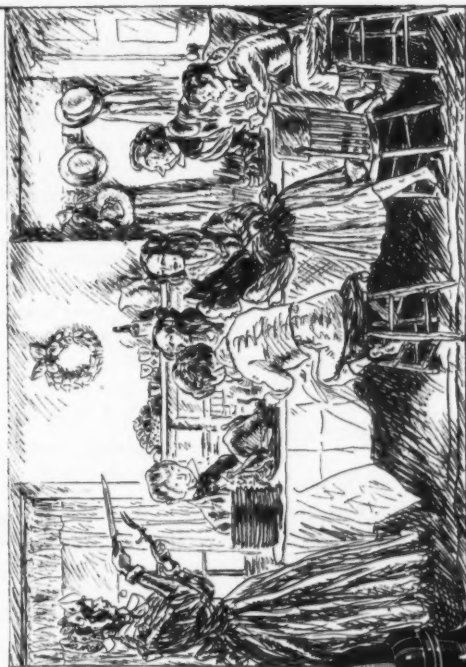
When the commercial teacher who keeps the school accounts is in the office, I find myself erasing a typing mistake furtively, and self-consciously trying to remember all the rules for correct office practice! Am I a secretary or a mouse?

My reaction to the griping that some of the teachers do when they congregate in the office is that it is unsurpassably elegant—but aren't the pupils entitled to some privacy in their personal lives?

Ronnie, our 8th-grade problem child if you believe some of his teachers, got a G.I. haircut. One teacher sent him to the office because he provoked laughter in her class. His science teacher took one look and laughed heartily when he entered the room. The delighted class and Ronnie laughed, too, then settled to work. She's the only teacher for whom he does passing work. Could it be that

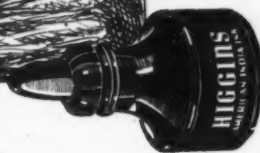
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a sense of humor makes the difference between an "F" and a "B"?

One of the senior girls got kissed in the chemistry lab. and was reported indignantly by one of our women teachers. Can't the teacher remember her own high-school days? Or were they dull and uneventful? She suspects the worst of the girl who got kissed. I suggested that since it happened in the lab., the little senior was just conducting another experiment!

The junior girl who is failing Latin has problems other than the one about Caesar's getting a bridge built. She's trying to resist the urging of her fiancé in the Army—he's reached the ripe old age of nineteen—to get married and quit school. "Men are scarce," she told me. "Suppose he takes up with somebody else?"

I do not know or understand why, when I am sometimes coldly unsympathetic in handing out a permit that means the pupil may have to take a test or have his grades materially reduced, he forgives me and out of the goodness of his heart runs an errand for me eagerly and uncomplainingly the next day. Perhaps that is why in the morning again I'll have the same proud sensation of belonging to something big as I walk around groups of students waiting for the first-hour bell, although mine is such a small part in this intricate system of educating young America.

They're a great bunch of youngsters! Look how self-reliant they are, already making decisions for themselves and figuring out their problems—including a good tardy excuse to tell to the secretary!—Reprinted from *THE CLEARING HOUSE*, February, 1945, issue, with permission from the Editor.

"I'd like a couple of hard-boiled eggs to take out," said the sailor to the girl at the counter.

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2. Purdue University, Lafayette, Ind., August 5 to August 16
3. University of Utah, Salt Lake City, Utah, June 24 to June 29

MEMBERSHIP

By Belle S. Kuehny

The success or the survival of an organization is dependent upon its members.

CONGRATULATIONS to INDIANA, IOWA, NEW YORK, OKLAHOMA AND OTHERS showing an increase in membership for 1945-1946 over the previous year, 1944-1945.

The listing of the membership by states showing the increases and the decreases of 1945-1946 over 1944-1945 are revealing. Are YOU letting the same few carry YOUR organization? Only by the combined efforts of all school office employees can we hope to grow professionally. On the eve of becoming a department of the National Education Association it seems that we should not relax on our efforts to retain our high standards on membership, nor our efforts to increase our professional status.

The dues of one dollar (\$1.00) is very little toward helping to carry on the work of YOUR association. Are you willing to assume your part of the responsibility of seeing the National Association of School Secretaries grow? If so, plan to send in your dues today and plan to

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	TOTAL 1944-1945 Membership	1945-1946 Membership	1945-1946 membership INCREASE or DECREASE over 1944-1945 membership	
Alabama	29	15		14
Arizona	40	25		15
Arkansas	4	6	2	
California	72	64		8
Colorado	52	36		16
Connecticut	13	12		1
Delaware	18	16		2
District of Columbia	60	52		8
Florida	5	7	2	
Georgia	52	31		21
Idaho		
Illinois	55	49		6
Indiana	54	97	43	
Iowa	14	41	27	
Kansas	13	12		1
Kentucky	11	6		5
Louisiana	17	12		5
Maine	6	4		2
Maryland	5	6	1	
Massachusetts	33	30		3
Michigan	147	120		27
Minnesota	3	2		1
Mississippi	1	1	
Missouri	32	21		11
Montana	1	2	1	
Nebraska	1	4	3	
Nevada	1		1
New Hampshire	10	11	1	
New Jersey	113	103		10
New Mexico		
New York	22	54	32	
North Carolina	32	15		17
North Dakota	1	1		
Ohio	76	76		
Oklahoma	4	43	39	
Oregon	3	3		
Pennsylvania	179	188	9	
Rhode Island	1	1		
South Carolina	9	7		2
South Dakota	1	1		
Tennessee	4	1		3
Texas	2	3	1	
Utah	20	20		
Vermont	5	4		1
Virginia	26	27	1	
Washington	7	6		1
West Virginia	7	6		1
Wisconsin	27	32	5	
Wyoming	2	2		
Porto Rico		
	1,289	1,275	168	182

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MOTHER APPROVES US, TOO!

By Florence M. Arnold
(Mrs. Ernest O. Arnold)
Coronado, California

The school secretary important? Indeed, yes! No longer is the secretary hired to write letters for the principal and perhaps help him spell them correctly!! But instead she is the hub of the wheel—for around her the life of the school rotates.

In large cities with many schools, the secretary is very much the executive, but, in a community where only one elementary and one high school is located the secretary plays a special, often interesting, role.

Amid many interruptions during my visit, I find the secretary must add mother, father, banker, and messenger to her duties. "Please, Miss Smith, will you tell Johnny in Miss Green's room to stop by Lamb's Grocery for the bread? Yes, I gave him money," says a voice on the phone.

Again the jingle of the telephone and an anxious mother requests that "Mary not come home if it is still raining at noon and please will Miss Smith advance her lunch money?"

A child comes in—"Please may I leave this \$10.00 bill with you until after school? I am going to get new shoes."

Yes, her experiences are amusing and varied. Perhaps it is just as well, for typing and filing, and making endless reports can be monotonous. But to have your duties interrupted by the telephone call, the personal visit, or the breathless child full of urgency and importance, the sending of special announcements over the school public address system, must make each day interesting.

Sometimes the patron asks the impossible and expects the secretary to pave the way for approval, and no amount of explaining is of avail to the adult.

One exciting morning found the secretary beyond her depth. A Naval Officer rushes in, wants his Bettina, 3rd grade, as mamma has an urgent date with the stork and Bettina and little two-year-old Bobby are to go to grandma's. Well,

Bettina appears but so does papa, with a "Please, OH please, Miss Smith, may I leave them both with you, I just gotta hurry and I'll be back very soon!!"

The bewildered secretary is now a proxy parent until the beaming father returns. TWINS!!

To be young again, the life of a school secretary for me. Work—fun—romance. Each day is interesting, important, and worth while—helping with the growth of American Youth and American Democracy. YES, MOTHER HEARTILY APPROVES YOU.

SCHOOLS IN ALASKA

Reprint from ALASKA LIFE—most widely-read magazine in Alaska—by permission of Don Reed, Editor

Schools in Alaska are of two types—those within corporate city zones, and those in the smaller unincorporated and rural communities. They are all under the general supervision of a Territorial Board of Education, with the commissioner of education as chief executive officer. In addition to these regular schools, there are a number of parochial and denominational institutions.

Four-year high schools are maintained at Anchorage, Cordova, Douglas, Fairbanks, Haines, Juneau, Ketchikan, Nenana, Nome, Palmer, Petersburg, Seward, Sitka, Skagway, Valdez, and Wrangell. Of these, all but the Haines, Nenana, and Valdez schools are fully accredited by the Northwest Association of Secondary and Higher Schools. All of the first named, and the Valdez school, are accredited by the University of Washington. Kindergarten departments are maintained in Fairbanks, Juneau, Anchorage, and Ketchikan.

There are approximately 100 day schools and two boarding vocational schools in Alaska operated by the Office of Indian Affairs for the exclusive use of native children. Enrollment in these schools is usually about 5,000, with some 282 teachers employed. All teachers for the native schools are selected from the eligible list of the Civil Service Commission in Washington, D. C.

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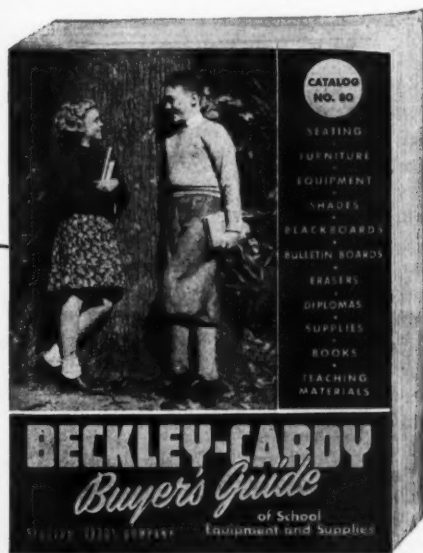
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Alaska has always proved attractive to teachers. During the war, of course, positions were difficult to fill, necessitating the issuance of special temporary teaching certificates. Salaries are high, the minimum allowed by law being \$2,250 per year in Southeastern Alaska, \$2,475 in Southwestern, and \$2,626 in the Interior and Northwestern sections. Rather limited opportunities for instructors in higher education are provided at the University of Alaska at Fairbanks. If plans are carried out to establish a southern branch of the college there will be further opportunities in this field.

The schools are supported largely by direct appropriation from the Territorial treasury, this source accounting for some 65-70 per cent. Other sources of support are the Alaska Game Commission, U. S. Forest Reserve fund, the school tax, and the Alaska Fund (federal).

The University of Alaska was founded in 1915 at College, a few miles outside Fairbanks, and carries the full endorsement of the Northwestern Association of Secondary and Higher Schools. It has also been approved for immigrant, or non-resident, students. Four-year courses are offered in agriculture, arts and letters, business administration, civil engineering, education, home economics, and pre-nursing. The first two years of basic curricula in engineering, chemistry and pre-medicine are given. The normal pre-war enrollment at the University was about 300. In addition to the regular curricula, short courses and mining extension courses were given to more than a thousand persons last year.

In cooperation with federal agencies, the University handles agricultural experiment stations at College, Matanuska, and Petersburg. There are also a radio monitoring station and a seismograph installation on the campus.

Note: Official figures for the school year 1944-1945 show an enrollment of 5,794 pupils with 320 teachers in 18 city schools and 37 rural schools.

SPECIAL REQUEST FROM YOUR NOMINATING COMMITTEE

The Nominating Committee urgently requests that you return the ballot which has been mailed to you as promptly as possible. Be an **ACTIVE** member! Vote and return your ballot **NOW**.

TEN KEYS TO CHARM

1. Be Cheerful
Smiles say things that words can never say.
2. Be Appreciative
The other fellow likes praise, too.
3. Be Self-Disciplined
Anger never wins.
4. Be a Good Sport
Modest in victory; unconquerable in defeat.
5. Be Helpful
Lend a hand, don't hinder.
6. Be Loyal
Stand by your friends.
7. See the Other Fellow's Side
Always two sides.
8. Be Self-Reliant
Win your own way.
9. Accept Criticism
Keep an open mind.
10. Keep Your Chin Up
Ready, willing and able to take it.
—Marjory Gibray.

What Might Have Been

The farmer and his daughter went to market with butter and eggs, and after selling out were returning home with the horse and wagon and money when they were attacked by bandits. The farmer wept as he saw his horse and wagon disappear.

"Don't cry," said the daughter, "they didn't get our money, anyway. I put it in my mouth."

"What a clever girl you are," the farmer exclaimed. "Just like your mother. I wish she'd been here; we might have saved the horse and wagon."

WORKSHOP FOR SCHOOL SECRETARIES

Central Missouri State Teachers College

July 26-27, 1945

Dr. Herold C. Hunt, Superintendent of Schools, Kansas City, Mo.—“The School Office and Public Relations” and “First Things First”.

Dr. Clay J. Anderson, Workshop Chairman—Greetings.

Dr. George W. Diemer, President of College—“Objectives of the Workshop”

Dr. Dewey Smith, Professor of University of Missouri—“Public Personnel Records”
Showing of Film—“Simplified Office Procedure”

Mrs. Mildred Lass, Commerce Instructor, Central Missouri State Teachers College—
“Improving Office Procedure”

Miss Elizabeth Daniel, Secretary to the President of the College—“Handling Correspondence in the School Office”

Dr. J. S. Maxwell, Warrensburg Superintendent of Schools—“Internal Financial Counting”

Miss Mabel Baldwin, Missouri State College for Women—“The Use of Machines”

Prof. Harold C. Svance, Central Missouri State Teachers College—“The Office Voice and Personality”

Abstract of:

HANDLING OFFICE CORRESPONDENCE

By Elizabeth Daniel, Secretary to the President

Central Missouri State Teachers College

In this thinking together, I have chosen as my text, THE TEN COMMANDMENTS.

The first commandment—THOU SHALT HAVE NO OTHER GODS BEFORE ME—I AM THE MAIL.

The second commandment—THOU SHALT NOT FAIL TO ANSWER ME PROMPTLY, NOR ANY LIKENESS OF ANYTHING THAT LOOKS LIKE ME, OR TO SORT ME AND STACK ME, OR ROUTE ME, AND ARRANGE ME IN THY FASHION.

The third commandment—THOU SHALT NOT TAKE INCOMPLETE CORRESPONDENCE TO THY EMPLOYER'S DESK.

Assemble all correspondence relating to a given letter, so that the complete picture is available when a situation is surveyed. The principle back of this is the same as that which governs any other duty the secretary has—to free the employer of details whenever possible, thus leaving his time for the larger responsibilities of administration.

The fourth commandment—REMEMBER THE PLEASURE OF WELL DONE CORRESPONDENCE. SIX DAYS SHALT THOU LABOR AND DO ALL THY WORK.

The techniques of well done correspondence are relatively simple and should be so routine as to be a part of each day—clean the typewriters—change the ribbons before they need it—have a good supply of well sharpened pencils, notebooks, and working tools.

The fifth commandment—HONOR THY GOOD STATIONERY AND FINE QUALITY WORKING TOOLS, THAT THY DAYS MAY BE LONG IN THE LAND WHERE CHECKS ARE ISSUED THEE.

All secretaries share in being proud of well-done work—good looking letters which carry your initials. A silent dignity accompanies a bond paper—much as a genteel background speaks for itself. Inter-school memorandum pads and school envelopes may be of a less good quality, for these exchanges of correspondence are between “home folks”.

The sixth commandment—THOU SHALT NOT FILE INCORRECTLY.

Actual filing should be daily. The organization of your own files will be dependent on your own need—but regardless of how you file—or by what method—the proof of good filing is in putting material away for safekeeping and future reference—and then being able to find it.

The seventh commandment—THOU SHALT NOT BE DISLOYAL TO FELLOW WORKERS.

In the main, a congenial office bespeaks an efficient office. So many correspondence tasks are cooperative, that a pleasant working-together of the entire office staff is essential. THERE IS NO TIME IN A BUSY OFFICE FOR PERSONALITY CLASHES, DISLOYALTY, OR PETTY JEALOUSIES. A force should be chosen with congeniality in mind—while this is not the most important consideration, it is a big factor.

The eighth commandment—THOU SHALT NOT BE A SLOVENLY HOUSE-KEEPER.

The ninth commandment—THOU SHALT NOT BE WITHOUT A SENSE OF HUMOR.

A secretary without a sense of humor would miss the "bonus" which comes with her job.

The tenth commandment—THOU SHALT NOT BEAR FALSE WITNESS AGAINST THY INCOMING QUESTIONNAIRES, AND MISCELLANEOUS ASSIGNMENTS: THOU SHALT NOT PUT THEM HASTILY INTO A WASTE CONTAINER OR ANYTHING ELSE THOU WOULDST LIKE TO DO WITH THEM.

Having had the ten commandments of handling office correspondence, we paraphrase a commandment given years later—BUT A NEW COMMANDMENT GIVE I UNTO YOU, THAT YE KEEP ALL IN STRICT CONFIDENCE.

In the handling of office correspondence, I have tried to trace the circle from the time the mail comes into the door until it is dictated and transcribed, filed, routed, or otherwise disposed of. This is not all of course—the enclosing, weighing, etc., all are necessary to the completion, but the skill in handling in my judgment is most necessary up to the point where it is signed and ready to prepare for mailing.

In the handling of office correspondence the secretary is the designated employee. She must say with Van Dyke: "This is my task—my blessing, not my doom. I am the one by whom this work can best be done in the right way."

The thrill of accomplishment, and the pride in having a part in the ongoing of the biggest business in America—education—must be a day by day compensation, a challenge, and an Amen.

Abstract of:

OBJECTIVES OF THE WORKSHOP FOR SCHOOL SECRETARIES

President George W. Diemer

Central Missouri State Teachers College

1. Development of School Secretaryship.

This workshop is the outgrowth of a recognized need for improvement in the management of school offices, and especially in the work of office secretaries.

The school secretaryship is a relatively new position. I recall the time in Missouri when there were secretaries in the offices of Superintendents of Schools, only in the larger cities. Even in the large cities there were no clerks or secretaries in the offices of the schools in the system.

The development of the school secretaryship has been due to improvements: (1) that have been made in school administration, (2) to the greater demands being made on school offices, (3) the need for improved public relations, (4) and technological developments including mimeograph machines, ditto machines, ediphones, etc.

Today, from the school office, goes not only heavy correspondence and news bulletins, but mimeographed and dittoed work to assist in the program of teaching from the kindergarten through all of the different levels, including college and university.

2. What are the objectives of the Secretarial Workshop?

a. To give recognition to the highly important responsibilities of the school secretary.

b. To consider what these responsibilities are and how they can best be met.

c. To answer, in part, the question as to how best to prepare secretaries, and give in-service training.

3. How important is the School Secretary?

Someone has said that most of the work of the school office is done by the secretary, and this is true in more ways than one. The average Superintendent of Schools is completely lost without competent secretarial help. The secretary has charge of the filing in the office; she sees that office supplies are provided and that equipment is kept in good order; she answers the telephone and gives out most of the information from the office; she is in constant contact with teachers, pupils, and parents; she has charge of the correspondence and very largely determines the tone of that correspondence; she makes out records and reports. These are only some of the multitudinous things that pass through the hands of the school secretary.

I have often emphasized with secretarial help in my office, the importance of good housekeeping. By good housekeeping I have in mind keeping the office not only fairly attractive, but in good work order. At the close of the day the office should be left in good condition and each morning it should be put in readiness for the day's work. The public often judges the school in two ways. First, by the appearance of grounds, buildings, class rooms, laboratories, and offices, and second, the school is judged by what comes from the school, and hence the importance of letters and other literature coming out of the school office. In all relationships between the school and the public, the school secretary is second in importance only to the administrator who is directing the office and the school.

4. What qualifications are required?

We are beginning to recognize that the one who has these responsibilities must be capable, well-trained, and thoroughly reliable. In my opinion, it takes just as much ability to be a competent school secretary as it does to teach in the high school or the elementary grades. The old idea that anyone can be a school clerk or secretary, has long since been rejected. School officials are looking for secretaries with good personality and intellectual ability—she must also be well educated and trained. Today the demand is for a college educated individual, with special training in those skills needed to efficiently manage a school office.

5. How best prepare the school secretary?

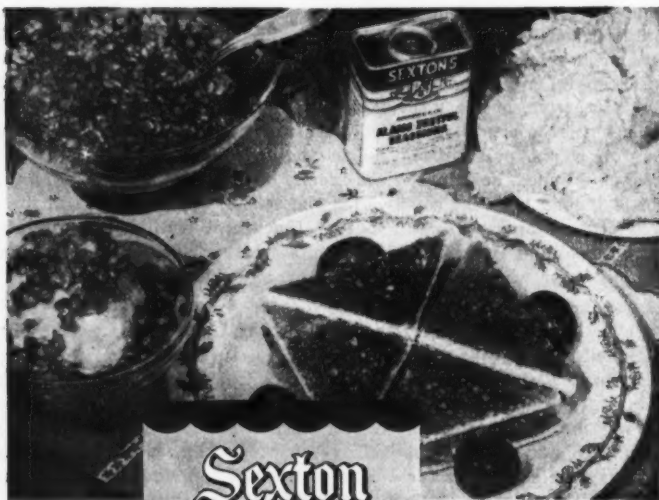
The question of how best to prepare school secretaries is one that has not received as much consideration as it should, by schools and colleges. Of course, a good general education is necessary, with special emphasis on the ability to use good English. Absolute accuracy in typewriting and shorthand, and the ability to use the machines found in a well-equipped office, are essential. Familiarity with the filing systems is a requirement—in fact, thorough training through a secretarial training course is necessary.

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We are hearing much these days about training through "work-experience". We must find a way to give actual experience to secretaries-in-training through well organized offices. We have done some of that here at the College, but we have plans to greatly extend the procedure. I should like to see us require several weeks of supervised work in a well-managed office, either here in Warrensburg or elsewhere in our territory.

Not only should work experience procedures be used in pre-service training, but it could well be used in the better preparation of secretaries holding school positions. I think much could be gained in our own territory if there were the opportunity for inter-visitation on the part of our school secretaries.

6. What should be the gains from this Workshop?

May I hope that you as school secretaries may gain inspiration and some definite suggestions for growth and improvement. I hope that those of us who administer school offices may gain a better understanding of the needs for thorough organization and good leadership to all of us, and especially the college. May I express the hope that we may gain insight into the problems of secretarial work that will enable us to improve the program of secretarial training. May I also express the hope that this experiment may be sufficiently successful that another workshop may be organized on a more complete basis—probably one or two weeks in length, with opportunity for some actual study and participation to those in attendance. Before the workshop is concluded and you return to your homes, I trust we may have your evaluation of the two days and suggestions as to further efforts along this line.

Abstract of:

THE SCHOOL OFFICE AND PUBLIC RELATIONS

Dr. Herold C. Hunt, Superintendent of Schools,

Kansas City, Missouri

(This abstract was prepared by one in attendance, and not by Dr. Hunt)

The school secretary should realize the importance of her position. She is engaged in big business, as public education is one of the largest businesses in the United States. Moreover, there is a very close relationship, as pointed out by a report of the American Council on Education, between the high level of economic well being and public education.

The school office deals with several "publics". That is, public relations involve contacts between the school office and various groups with different interests. For example, there are the contacts with the parent-teachers group; the chamber of commerce; the service clubs, such as Rotary, Lions, and similar organizations for women; the faculty; and the students. Each of these groups, or "publics" has different interests; and therefore different types of relations with the public schools. The school secretary is the contact between the school system and these groups. It is important, therefore, that the secretary have great respect for the job she occupies. She really serves as a trustee of the good relations and good will between the public and the school.

First impressions are very important. In dealing with these "publics" the first impression of the school system, and oftentimes the only impression, is gained through contacts with the secretary in the school office; hence the secretary must keep several things in mind in order that these first impressions may be favorable. For example, it is quite important that the school office be attractive, because it sets the tone of the physical plant. A simple duty such as answering the telephone is also important because the tone of the voice and the general manner of the secretary may build up good will or leave a bad impression on people who call the school

(Continued on Page 45)

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SECRETARIAL ASSOCIATION OF THE PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA

WORKSHOP FOR SCHOOL SECRETARIES

February 19, 1946, to May 28, 1946

WILSON TEACHERS COLLEGE

Eleventh and Harvard Streets, N.W.

Washington 9, D. C.

(Mrs. Butrum - Miss Mouser, Coordinators)

This workshop is being given by Wilson Teachers College in cooperation with the Secretarial Association of the District of Columbia. Admission fee for the course is \$5.00. Fee for single lecture is \$1.00.

Those of us who ventured out in the pouring rain on the night of the first lecture for school secretaries at Wilson Teachers College on February 19, 1946, were openly amazed at the number of other brave souls present. For a moment it almost looked like a Franklin (Administration Building) delegation, but then we discovered that there were a great many from the field. (We are talking about the bosses as well as the secretaries.)

Mr. Hugh Smith spoke to use first on what the secretary should know: school procedure, office set-up, handling of routine correspondence, and the practice of good relations; and on what the secretary should be: interested in the work, loyal, alert, enthusiastic, courteous, cooperative, dependable—these are some of the attributes of a super-secretary. He stressed that a good secretary understands her boss, and tries to help him. She takes over much of the routine work, the tiresome details, and allows him to be an administrator and deal with the educational side of the picture. The secretary's ability to meet people in various walks of life and to make them feel at ease, no matter what their position, was considered to be highly important.

Miss Grace Robinson then gave the clerk's viewpoint. She said that the ideal employer should be considerate of his office staff, stating what he wants and how he wants it done, instead of letting the clerks find out by trial-and-error methods. He should be punctual, so that his secretary won't have to "cover up" for him. He might improve his dictating habits, not starting to dictate at 4:45 P. M. and expecting the finished product by 8:30 A. M.; and he might give his secretary a hint of what he feels is the most important piece of dictation if he is in a rush. The ideal boss understands that, when the clerk is working under pressure, she does not like to have him peering over her shoulder every few minutes to see how she is progressing. Just as the good secretary is expected to be loyal to her boss, so the ideal boss stands up for his secretary. (Does this mean that when he has made a mistake, he doesn't always blame her?)

The purpose of this course is not to make super-secretaries out of us, for there are many clerks who do not have secretarial positions. It is rather, to enable us to see the school system from various angles. The comments made at this first lecture made us think that perhaps we are fairly intelligent, and that our bosses are swell.

The Workshop is now one month old and we may all feel like very proud parents indeed. Our brain-child is 40 in full strength with weekly variations from 33 to 40. Each week she grows in stature and broadens with understanding.

As far as we have been able to ascertain to date, our Workshop is the first of its kind to be set up on a semester-course basis and is furthering the best interests of the secretary's position. Along with the daily growth of our offspring we, too, will grow through added knowledge and stated experiences.

Schedule of Lectures

- Tuesday, February 19, 1946, 6:30 p. m.—WHAT THE SCHOOL ADMINISTRATOR EXPECTS FROM HIS SECRETARY AND WHAT THE SECRETARY EXPECTS FROM HER "BOSS". Mr. Hugh S. Smith, Miss Grace Robinson.
- Tuesday, February 26, 1946, 6:30 p. m.—CHILD PSYCHOLOGY—Miss Ethel Summy, Assistant Professor of Education, Wilson Teachers College. The phases of child psychology discussed in this lecture were certain characteristics of childhood, physical growth and motor development, ways of keeping the child well, individual differences among children, and emotion—classification, phobias, fading out of undesirable emotional habits, and some effective ways of preventing the development of abnormal personality patterns.
- Tuesday, March 5, 1946, 6:30 p. m.—PSYCHOLOGY OF ADOLESCENCE—Miss Ethel Summy. Important factors in psychology of adolescence are the establishment of heterosexual interests, emancipation from home, emotional and social maturity, beginnings of economic independence, intellectual maturity, use of leisure, and philosophy of life. Motivation, urges, drives, and conflicts were other topics taken up in this lecture.
- Tuesday, March 12, 1946, 6:30 p. m.—FUNDAMENTALS OF STATISTICS—Dr. C. M. Huber, Professor of Mathematics, Wilson Teachers College. This lecture will answer briefly the needs of workers in educational data. Some of the terms and underlying principles of statistics will be discussed. The following needs will be taken up: Understanding of statistical items for reports and record forms, the place of exacting numerical treatment in educational work, understanding the language of educational literature and discussions, the ability to work up data into usable form, bases of classification of information, and pupil accounting.
- Tuesday, March 19, 1946, 6:30 p. m.—VISIT TO A. B. DICK COMPANY.
- Friday, March 22, 1946, 6:30 p. m.—THE SECRETARY AND HUMAN RELATIONS—Dr. Karl W. Bigelow, Professor of Education, Teachers College, Columbia University.
- Tuesday, March 26, 1946, 6:30 p. m.—WHAT IS THIS THING CALLED GUIDANCE?—Mrs. Mildred S. Percy, Head of the Department of Guidance and Placement, D. C. Public Schools. What are the objectives of guidance? How does it work? What is my part in the program?
- Tuesday, April 2, 1946, 6:30 p. m.—STATISTICS—SCHOOL FORMS—Mr. Boise L. Bristor, Statistician, D. C. Public Schools.
- Tuesday, April 9, 1946, 6:30 p. m.—ENGLISH—PROBLEMS FACING THE SECRETARY—(Professor to be announced).
- Tuesday, April 16, 1946, 6:30 p. m.—BUDGETARY PROCEDURES—USE OF FORMS—Mr. A. W. Heinmiller, Associate Superintendent of Schools.
- Tuesday, April 30, 1946, 6:30 p. m.—VISUAL AIDS—FILMS—Mr. Robert Slaughter, Gregg Publishing Company.
- Tuesday, May 7, 1946, 6:30 p. m.—SCHOOL ADMINISTRATION—Dr. Hobart M. Corning, Superintendent of Schools, Washington, D. C. (since March 1, 1946. Prior to that date was Superintendent of Schools, Omaha, Nebraska).
- Tuesday, May 14, 1946, 6:30 p. m.—SUCCESS SCHOOL—House of Emile representative.
- Tuesday, May 21, 1946, 6:30 p. m.—REVIEW OF HIGHLIGHTS OF COURSE.
- Tuesday, May 28, 1946, 6:30 p. m.—PERSONALITY ADJUSTMENTS—Adjustments to situations that might arise. How do they react on me?—Dr. Goodwin Watson, Professor of Education, Teachers College, Columbia University.

PURDUE CONFERENCE FOR SCHOOL SECRETARIES

The Indiana Association of School Secretaries working with a representative committee from Purdue University outlined and completed plans for a Workshop Conference to be held on the Purdue campus on September 28 and 29, 1945. Louise H. Henderson, President Emeritus of National Association of School Secretaries, was chosen as Conference Leader. She accepted Purdue's invitation to act as leader and plans were completed.

The following is a program outline of the two-day conference in its entire events:

Friday Morning, September 28, 9 a. m.—“The School Secretary and Her Work” was the topic chosen to open the conference by Louise H. Henderson. Each of you who has heard her before know what a fine message she could bring you. Those of you who have not heard her must never miss the opportunity to do so.
11:45—Luncheon in Purdue's Student Union Lounge—and “Readings from Riley” by George E. Davis, Director of Student Affairs, Purdue.

Friday Afternoon, 1:15 p. m.—“On Being a Real Person”—Dr. F. B. Knight, Director of Applied Psychology and Division of Education.

Group Discussion—2:15—Organization of 4 Discussion Groups: “Educational Backgrounds for the School Secretary's Work.”

Group I—“The Aims and Purposes of Public Education” by Dr. B. L. Dodds, Div. of Education and Applied Psychology.

Group II—“Programs of Vocational Education”, Prof. J. R. Mitchell, Div. of Education and Applied Psychology.

Group III—“Public School Relations”—by C. E. Damon, Director of Admissions, Purdue University.

Group IV—“Understand the Child”, Dr. Ida B. Kelley, Director of Psychological, Purdue.

6:15—Buffet Dinner. Speaker—Mr. H. B. Allman, “The Professional Status of the Secretary in the Public Schools.”

Entertainment for 2 hours.

Saturday, September 29—Morning—

9:00—“Public Education and the Future of America,” Dr. R. B. Stewart, Vice President and Comptroller, Purdue University.

10:30—Discussion Groups.

11:30—Tour of the Purdue Campus.

1:30—Luncheon.

2:15—General Session—“Transition from War to Peace,” L. M. Sears, Professor of History, Purdue.

2:45—“War Research and Present-Day Living,” Dr. H. B. Haas, Head of Dept. of Chemistry, Purdue.

4:00—Remarks and Introductions by Prof. J. R. Mitchell and Paul Alexander, Purdue University.

The staff at Purdue, the Professors, and the speakers on the program were highly complimentary in their remarks which they addressed to the conference. They felt they had not had such an enthusiastic group with such a capacity to “get things done”. That in itself spoke well for the conference and its unusual success.

* * *

Dr. F. B. Knight, Director of Division of Education and Applied Psychology, was outstanding in his realm of psychology and his topic “On Being a Real Person” touched on every phase of a secretary's work.

Webster's Students Dictionary

With Thumb Index

• 1945 Edition

Essential to the efficient secretary, this dictionary contains more than 57,000 vocabulary entries, selected after an extensive and minute study of their occurrence, frequency, and various meanings. A New Words section gives current terms. The unusually wide range of synonyms and the clarity of their presentation enable the secretary to select and use words correctly. The definitions are simple and clear. The clear presentation shows quickly, where to break words at the end of lines. Based on the most authentic of all dictionaries, the Merriam-Webster New International, Second Edition, it offers real authority.

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Dr. H. B. Haas, outstanding man in the present Physics field, highlighted the conference on the human story behind the first Atom Bomb—something of Lisa Mitner's early life and of her later brilliant career as a physicist in which her mathematical calculation paved the way for the atom power to be used.

The conference dealt with the secretary's work yet it furnished speakers who threw out a challenge to every person to become a well-educated one in all fields.

The committee was very grateful for the splendid cooperation of the Indiana Secretaries Association. Purdue representatives thought a group of 50 secretaries would be very successful. There were 118 of us who sat down to a delicious buffet dinner on Friday evening.

The entertainment at the conference was outstanding. The Friday night dinner meeting was highlighted by splendid remarks from H. B. Allman, former Superintendent of Muncie Schools, now on the staff at Indiana University. The musical program with individual instrumental solos was the best Purdue had to offer. The soloists were recalled time and again by an appreciative audience. Then to top an already perfect evening we were entertained by a magician—a fellow Purdue student—who fairly made us believe that "seeing was believing". It was a perfect evening—we were reluctant to call it over—but next day's promise of a full program and a conducted tour of Purdue's beautiful campus made some of us scurry to bed.

The tour included a thorough inspection of Purdue's Music Hall—which, by the way, actually seats more persons than any other Music Hall in the United States—New York Radio City Music Hall—please note. We were admitted to the radio broadcasting station—the physical education departments and the large field house—the grave of John Purdue, and many other delightful scenes on the campus.

It was Indiana's first step but already plans are under way to offer an extensive Workshop to be at Purdue, scheduled for this 1946 summer.

The fellowship of our members, the splendid messages of Purdue's outstanding faculty, the spirit and charm of our leader, Louise Henderson, the hospitality of Purdue's staff, the splendid food, the very wonderful entertainment made a two-day conference a vacation worthwhile, profitable, challenging and gave each of us a knowledge that we have a mighty important service to render in our position as school secretaries.

Merle M. Carlin, Chairman, Purdue Conference
Clinton, Indiana

Committee:

Alma Cripe, Beech Grove
Mable Monfort, Shelbyville
Melba Demaree, Franklin
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For the HOME, the CHURCH, the
SCHOOL,
For the OPEN DOOR to MAN-
HOOD

In a LAND the PEOPLE RULE.

—William P. Merrill

The real sources of joy in this
life are not the results of easy
tasks, but of hard ones.

—Sir Wilfred Grenfel

Is Friday Unlucky?

There are some young folks, and
older ones too, who think that Fri-
day is unlucky. But this cannot be
said of America's Fridays. It was
on Friday, August 3, 1492, that
Columbus sailed for this country.
He discovered it on Friday, Octo-
ber 12, 1492. He landed here on
the second time on Friday, Novem-
ber 22, 1493.

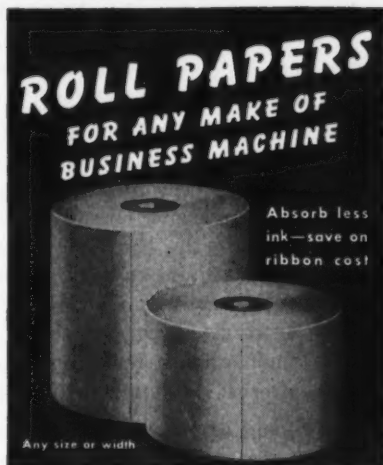
Again, South America was dis-
covered on Friday, June 12, 1194.
On Friday, September 7, 1565, St.
Augustine, Florida, the oldest city
in the United States, was founded.
The Pilgrim Fathers landed in
Provincetown Harbor on Friday,
November 10, 1620. On Friday,
February 22, 1732, George Wash-
ington was born. Burgoyne sur-
rendered at Saratoga on Friday,
October 17, 1777, and on Friday,
October 19, 1781, Cornwallis sur-
rendered at Yorktown.

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As useless when it goes, as when
it stands.

—William Cowper

Experience keeps a dear school,
but fools will learn in no other.

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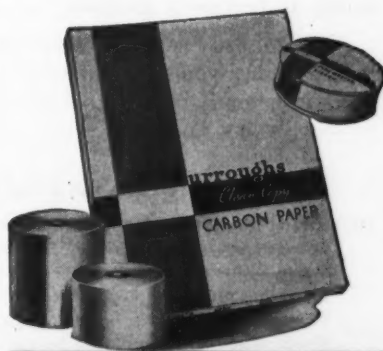
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MEMBERSHIP

By Belle S. Kuehny, Vice President
in charge of Membership

Because of the importance and extent of their services, the value of an organization of School Secretaries can hardly be over estimated. Public schools are undergoing such rapid and widespread development at the present time that the proper management of the office requires the most progressive personnel which it is possible to obtain. Through membership in the National Association of School Secretaries, you will have an opportunity to keep pace with new trends in school management through the exchange of ideas. Through this national organization school secretaries are promoting research studies looking toward the development of new techniques in present services and of new services in the interest of better school management.

School Secretaries occupy a strategic position in school administration for the reason that their function touches practically every department of the school system. Their service opportunities are all the greater because their duties are less definitely defined than those of teachers. Often the coordination operated by an efficient secretary will determine the achievement and progress of the school.

By belonging to a group who are professionally minded will develop a positive professional morale.

You will be doing yourself and your co-workers a great service by acquainting them with this organization and offering them an opportunity to become a member.

When your renewal letter and form comes to you in the fall you will be doing yourself and your national officers a service by renewing promptly, for it is only through your cooperation that we can continue to serve you. Cooperate with your Sectional and State Chairmen!

SECTIONAL AND STATE MEMBERSHIP CHAIRMEN

SECTION I: Miss Madelyn Ballard, Foxcroft Academy, Dover-Foxcroft, Maine.

Connecticut—Miss Mildred A. Bristol, Lewis High School, Southington.

Maine—Miss Madelyn Ballard, Foxcroft Academy, Dover-Foxcroft.

Massachusetts—Miss Elizabeth Zurba, Norwood School Dept., Norwood.

New Hampshire—Miss Betty St. Onge, Board of Education, Nashua.

Rhode Island—(Chairman to be appointed by Sectional Chairman).

Vermont—Miss Harriette Wheeler, 31 No. Williams Street, Burlington.

SECTION II: Miss Eunice Bounds, Board of Education, Wilmington, Delaware.

Delaware—Mrs. Helen W. Kirkley, School Administrative Building, Wilmington 9.

District of Columbia—Miss M. Alvina Carroll, Franklin Administration Bldg., Washington, D. C.

Maryland—(Chairman to be appointed by sectional chairman).

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SECTION III: Miss Ann Kohute, Dickson City Schools, Dickson, Pennsylvania.

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Western District—Miss Kathryn E. Herzog, Westinghouse High School, Pittsburgh 8.

Virginia—Miss Frankie Anderson, Nathaniel Bacon School, Richmond.

West Virginia—Miss Madge Fultineer, Weston High School, Weston.

SECTION IV: Miss Sara Milner, Girls High School, Atlanta, Georgia.

Alabama—Miss Lillie A. Simmons, Barton Academy, Bay Minette.

Florida—Mrs. Louise Warren, Miami Senior High School, Miami.

Georgia—(To be appointed by sectional chairman).

Kentucky—(To be appointed by sectional chairman).

North Carolina—Mrs. Ruby C. Blythe, Rocky Mount Public Schools, Rocky Mount.

South Carolina—Miss Faye Fuller, Box 198, Union.

Tennessee—(To be appointed by sectional chairman).

SECTION V: Miss Mildred Farnar, Board of Education, Findlay, Ohio.

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Indiana—Miss Merle Carlin, Clinton City Schools, Clinton.

Iowa—Miss Agnes Hansen, Cedar Falls Public Schools, Cedar Falls.

Ohio—(Chairman to be appointed by sectional chairman).

SECTION VI: Miss Dorothy Nieman, River Rouge High School, River Rouge, Michigan.

Michigan—Miss Florence Huntley, 1021 Thomas St., S.E., Grand Rapids 6, Michigan.

Minnesota—Miss Helen Lund, 5141 First Ave., South, Minneapolis.

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South Dakota—Miss Carrie M. Voight, Lead Public Schools, Box 879, Lead.

Wisconsin—Miss Betty Zimmerman, Steuben Jr. High School, Milwaukee.

SECTION VII—

Arkansas—Mrs. Annie Lange, 406 North Pines, Little Rock.

Kansas—Miss Marcella Yoho, Wichita High School East, Wichita 7.

Mississippi—Miss Laura Marie Hudson, Pascagoula Schools, Pascagoula.

Missouri—Mrs. Adeline Pangman, 702 So. Kirkwood Road, Kirkwood 22.

Louisiana—Miss Edna Mae Nicholson, Lafayette School, New Orleans.

SECTION VIII:

Colorado—Miss Olga E. Oakes, 414 Fourteenth St., Denver 2.

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Utah—Miss Billie Cockerill, Cyprus High School, Magna.

Wyoming—Miss Grace D. Clarke, Board of Education, Cheyenne.

SECTION IX: Mrs. Grace B. Holt, Phoenix Union High School, Phoenix, Arizona.

Arizona—Mrs. Helen Hixon, 2331 1/2 North 14th Street, Phoenix.

Oklahoma—Miss Sarah R. Bottoms, Oklahoma City Public Schools, 400 No. Walnut St., Oklahoma City.

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SECTION X: Mrs. Helen Bingham, 7003 Arbutus Avenue, Huntington Park, California.

California—Mrs. Emma Allen, 5511 Clybourn Street, North Hollywood.

Nevada—Miss Doris Bond, 420 South Fifth Street, Las Vegas.

Oregon—Miss Bernice Weber, Commerce High School, Portland.

Washington—Miss Mary Frank, Wenatchee High School, Wenatchee.

LISTENING-IN

DEAR LISTENING-INNERS:



Anne J. Critchlow

Would that my last fling at this column could bring you myriads of this's and that's about these and those so that I could have a feeling of pride in a job well done and a department

built up, as I sing my swan song. But, unfortunately, the postman has not been overloaded with letters for me these last three months and I have little to offer. My thanks go eternally to the loyal standbys who have sent items in consistently through these two years. I have enjoyed them and am sure that all readers have been interested in the activities of other associations.

* * *

Arizona

The Phoenix Chapter of Arizona School Administrative Assistants held a luncheon meeting February 2nd. The following new officers were elected:

President—J. W. Laur, Phoenix Union High School.

Vice-President—Mrs. Rose Allen.

Sec'y-Treas.—Dorothy Greenwell.

The new president of the state association is Miss Julia Benson, Business Manager, Arizona State Teachers College, Flagstaff.

Sympathy is extended to the Phoenix secretaries in the loss of one of their members, Mrs. Harry B. Shull, who was in charge of the office of the physical education department of the Phoenix Union High School. Mrs. Shull was a member of the National association.

California

The NEWSLETTER is the official publication of the Secretarial Association of the Los Angeles City Schools. It is issued once a month—a mimeographed, legal-size sheet filled with news on both sides. It usually contains items of vigorous interest to all Los Angeles secretaries; e.g., reports on studies being made of salaries, job analyses, etc.; reports of previous meetings, membership, announcements of meetings to be held; and jottings about the resignations, marriages, appointments and promotions of members of the Los Angeles secretarial group. That group, by the way, numbers about a thousand! What potentialities for effective leadership in the affairs of educational secretaries! How that figure staggers one whose group is still in the upper two-figure bracket!

In April the Los Angeles association will hold a "Gay Nineties Dinner" with a talk on "The Good Old Days" and "Ye Olde Barber Shoppe Quartette" as special features afterward.

* * *

Colorado

Alberta Cordier writes that Doris Bonar has been on leave this year and has recently undergone an operation. Those secretaries who attended the last convention—in Denver—will remember Dynamic Doris and send their best wishes for a speedy recovery.

Alberta also tells of classes held in the Opportunity School of Denver for beginning elementary school clerks. These classes are planned by the administration with the help of some experienced clerks and secretaries. Classes are given to explain forms, telephone procedure, public relations, certain policies that

have been set up, etc. Such classes would be very beneficial to newcomers (and probably they wouldn't hurt most of us) at all times, but especially during these days when the turnover is so great and it is impossible to keep experienced secretaries in the same positions for very long.

* * *

Illinois

"Forewarned is forearmed" must be the watchword of the Illinois association. In January the two chairmen (one being that indefatigable Edna Chef-Atkinson) of the spring meeting sent out a questionnaire to all members, giving the dates of the meetings and asking what they wanted discussed, what kind of a party they wanted, would they work and how! Final atomic question was: "Are you interested in the Illinois Association of School Secretaries and its work? Yes..... No....." That's really putting it up to 'em, Edna and Esther Sogge.

* * *

Iowa

Agnes Hansen of Cedar Falls reports that the Iowa secretaries had a meeting in Des Moines on February 2, held in connection, with the state teachers meeting. Agnes said they had a very interesting meeting—a luncheon—two excellent speakers. At the meeting they decided to affiliate with the National. Welcome to the National! They are beginning to stimulate an interest among their secretaries in Iowa both in the state and national associations. They hope this interest will continue to grow. So do we! Good luck!

* * *

Maine

The January Bulletin of the Maine Secretaries reported that Maine secretaries "are now benefiting from the same privileges accorded to school teachers in the State." The privileges were not specified, but we congratulate Maine! Miss Bernadette Raymond, of Waterville, was elected president, Mrs. Elizabeth Rosenblad, Falmouth, vice president. Miss Madelyn C. Ballard is doing a threefold job. She's secretary-treasurer and editor of the bulletin!

The annual meeting of the Maine association must have been really something. The members took their employers to luncheon and the highlight of the affair was Prof. Robert P. Tristram Coffin of Bowdoin College, Maine's celebrated poet, who appeared as guest speaker with the topic "America Belongs in Ballads". Prof. Coffin read from his book of poems "Primer for America."

* * *

Special! Extra Special from New York!

The stork arrived in Syracuse the other day and brought a new little organization. Matilda F. Francy, of the Board of Education of Syracuse, sent Edna Atkinson the following letter:

"Enclosed are the names of some of our school secretaries who wish to join the National Association.

"We have just recently organized our local group and when we get under way hope to have more names for you."

Congratulations, Syracuse! We'll be looking for news of you in the October issue of the magazine. In the meantime, good luck, all! Since not one of the officers of the National Association is near me, I'm going to extend offers from all of them to help you if you need it.

* * *

Pennsylvania

KEYBOARD KAPERS of the Pittsburgh School Secretaries Association reports that they had a one-day workshop on February 16. After the girls were welcomed by Geraldine Guarino, the President, the group broke up into four discussion groups to solve some knotty problems of their work. The newer secretaries in the system were helped greatly by these discussions.

It also reveals that many Pittsburgh secretaries are sporting diamond rings! One high school reports that its office force is 50% engaged! That sounds like a good place to work—that is, if you want to get married.

Plans are under way to have the special course at the University of Pittsburgh in "School Law and Administra-

tion for School Secretaries" this summer or early fall.

The social committee is busy on several ideas they have to round out the social calendar for the year—special luncheon, a swimming party, and then a picnic in June. They do have fun in Pittsburgh!

* * *

Utah

Helen M. Wilcox, president of the Utah Association, has recently accepted a position as assistant registrar at the University of Utah. Luckily for the Utah association, Miss Wilcox' new work does not take her away from the organization.

With the resignation of Claire Irvine as president of the Salt Lake City Association, Phyllis Clayton, first vice president, became president. At a meeting in March Bernice Foulger, first president of the group, who is now a member of the Red Cross and stationed at Kearns, Utah, told in a spell-binding manner of her experiences and indirectly convinced every one of us of the vital work the Red Cross is doing.

Salt Lake City is planning a workshop under the direction of the University of Utah the week of June 24.

* * *

Washington, D. C.

Girls! Did you know that there's an epidemic raging through the country? Natch! It's workshop fever! The one to come most recently to my attention has been Washington, D. C. You will find the detailed account of it in another part of this issue. These detailed accounts are most helpful if you are feeling symptoms of workshopitis and don't know how to treat it. Don't be afraid of this fever. It always benefits its victims!

Grace Robinson, editor of the publication of the Washington, D. C., association, was forced to resign her office because of other responsibilities. Julia C. Turnbull is now Editor-in-Chief and very newsy little sheets she and her staff put out in December and in February.



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A PRAYER

By Jean Byers Medley, Teacher
Oakland, Calif., Public Schools

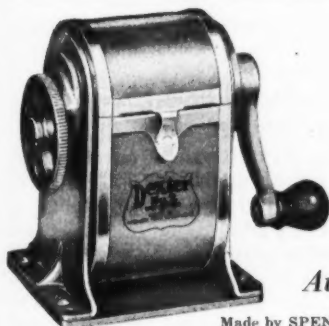


Oh God, let me be an American.
But not for the name alone,
Let me feel the height and splendor of her mountain peaks—
Let me take into myself the steep ascent of ancient crag, the nearness to
the sky.
Let me look up as her mountains look up.
Give me the calm of her quiet hills.
And when I go into her cities
There let me stand in amaze
At the man-made heights of her buildings,
The architects' towering triumphs
That breathe high above the streets—
Proudly, clearly, for theirs, too, is splendor.
Let all the heights of this, my America, be mine
In my heart to make me aspire and hope.
Oh God, let me take into myself
The breadth of our fertile farm lands
Let me breathe into my soul the stretch of her bearing miles
The redolent orchards and grain fields
The lush green of valley and pasture!
Give me the vision of long straight rows
Leading far into blue distance!
Give me the tolerance born of the seeing—
The waiting, the seed, and the nearness to soil!
Oh God, drive into my veins the power,
The pulsing strength of my Country!
The millions of men—the machinery—
The crash and roar of production—
The surge of the falls and the rivers,
Of the mighty dams and constructions
The giant force of electric energy!
Let me feel the depth of the rich resources,
The oil and the rocky minerals
Coal and the vast, deep forests.
Let it all come into me, O God,
That the flow of my life may be great—
May be high and broad and deep
As the life and the need of my country
Let it all come into me, Oh God,
That I may be an American
Not for the name alone—
But for the hope, the vision, the power
That are deep in this, My America.

HOW NEARLY A SUPER-SECRETARY ARE YOU?

1. **You are well dressed**
 - Appropriate dress 3
 - Grooming 3
 - Personal neatness 4
2. **You are pleasant**
 - Even tempered under strain 2
 - Take criticism without resentment..... 2
 - Sense of humor 2
 - Control moods 2
 - Control temper 2
3. **You are a clam**
 - Silence concerning business affairs . . . (this is a MUST)..... 7
 - Silence concerning personal troubles 1
 - Silence concerning office feuds and gossip 2
4. **You are a screen**
 - Relieve chief of detail 4
 - Successfully protect him from unimportant interruptions..... 3
 - Compose letters you are qualified to handle..... 3
5. **You are truly humble**
 - Pleasant toward associates 3
 - Pleasant toward outsiders 3
 - Perform personal duties for boss cheerfully..... 2
 - Allow boss to take credit for your work..... 2
6. **You have a steel-trap memory**
 - Remember instructions 4
 - Remember names and faces 3
 - Remember routine details 3
7. **You are quick on the trigger**
 - Initiative in an emergency 2
 - Assemble data before your boss calls for it..... 2
 - Understand material dictated 2
 - Alert to prevent errors 2
 - Always check figures and dates 2
8. **You have telephone charm**
 - Voice pleasant . . . tone clear..... 4
 - Telephone tact 4
 - Obtain accurate information over phone..... 2
9. **You are Johnny-on-the-spot**
 - There when boss wants you..... 3
 - On time consistently 3
 - Prompt in answering buzzer, telephone..... 2
 - Work late cheerfully when necessary..... 2
10. **You soak up knowledge**
 - Understand and abide by company policies..... 3
 - Study supplementary courses 2
 - Increase your fund of general information..... 2
 - Continually improve your knowledge of the business or profession of which you are a part..... 3

11. You are a good housekeeper			
Keep boss's office in order	3		
Keep your own desk and typewriter in order.....	2		
Organize efficient office routine.....	3		
Always have necessary supplies on hand.....	2	10	
12. You are loyal to your boss			
Put his interests first	4		
Tactfully prevent difficulties	2		
Smooth them out when they occur.....	2		
Speak of him always in terms of respect and admiration.....	2	10	
13. Your letters are a work of art			
Uniform printwork	3		
Even margins	2		
Well centered	2		
No smudges	2		
Correct spelling	2		
Correct grammar	2		
Correct punctuation	2	15	
Your score:			
120	You are a Super-Secretary		
107	You're good, but not Super		
96	Better than average		
82	Lots of competition down there		
70	You'd better study		



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"MAILING A LA KIBITZ"

By Ruth Rose
Manchester School

During the past two years, when the printer informed Kay Mitchell that the National Secretary Magazine was ready for mailing, it was the signal for a round-up of Pittsburgh School Secretaries. 'Round about seven, a few evenings later, the service bell at the Pittsburgh Board of Education would resound stridently to our summons and we'd invade Conference Room B for some serious discussion (?), some "eager beaver" mailing (!), and a maximum of fun (!).

At first glance, the boxes filled with magazines, the tables laden with water-soaked sponges and piles of pre-cancelled stamps seem veritable mountains. Even the addressed labels, sorted by states, fill a large box. Are we dismayed? No sirree, for we're fortified with small-talk and laughter. With a time limit of two hours, our "kibitzing" necessarily plays "second fiddle" to the actual business of moistening labels and applying stamps; tying the magazines into bundles; and loading the "cart" for delivery to the mail box.

Our subject of conversation? Ah yes, now you're talking and so are we! It's suited to the season—from the weather, good or bad, to a rave notice of the latest fashion! Why on one evening we even rated a radio, but since you can "turn that off" much too easily, we finally wound up "carrying our own tunes". And what could be a more pleasing "period" now and then, than a piece of candy or even nuts!

But as the piles of unlabeled magazines diminish, as the tempo of the work slows, that little active being "gossip" rears its head. We hear of the "new" girls who are having a merry time trying to untangle the latest tangle in the school offices; of the "old" girls who feel spring coming on with a change of hair-do; of the latest "tip" on who was dating who, when and where; and mostly "what's what" in the School World.

"Nine o'clock already?" and a hasty scramble ensues to put the last of the

magazines on the cart and start it on its way to the elevator, the mail bag and you! It's more fun . . . you all should try it sometime!

PERSONALITY POINTERS

I believe that it is my daily duty to myself to develop a well-rounded, radiant personality, using the ability which I myself possess.

1. I shall do something today about my health, my figure, my appearance, my voice and my speech habits.
2. I shall learn something today, because I believe in the state of joyous growth.
3. I shall employ the light touch today and bring joy and laughter to at least one person.
4. I shall use the gracious ways today in my contact with others.
5. I shall develop my senses today in appreciation of beauty.
6. I shall have faith today in the Great Creative Force and realize that I am an important part of a great plan.
7. I shall live valiantly today.

I believe that if I develop a daily rhythm of habits in these seven fields I shall achieve a radiant personality and a new joy of living.

I believe that by so doing I shall contribute my share toward the progress of mankind.

Joyously yours,

JILL EDWARDS.

The Good Old Days

Here's to the ships of our Navy,
Here's to the girls of our land;
May the former be always well-rigged
And the latter always well-manned.

Slow Progress

Here's proof, claims the cynic, that "time separates the best of friends": Thirteen years ago Johnny and Mary were both 17. Today he's 30, but she's only 21.

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A Little of Everything

The next time you receive a letter that carries the word "Sincerely" above the signature of the writer, pause a moment and think of the origin of the word. It was first used as "Sin cerely," meaning "without wax," by ancient sculptors to mark a flawless piece of work. Wax was then commonly employed to conceal defects, to patch a chipped nose, or a poorly-shaped finger. Sincerely is too honest a word to be used lightly, but it is a good word when conscientiously employed.

John Cabot, the discoverer of Newfoundland, was paid \$40 for his discovery.

The English call the peanut a monkey nut.

There are 679 windows in the capitol at Washington.

More than two thousand American Indians are serving in the armed forces.

The new amphibian "ducks" can carry bigger loads in the water than ashore.

The magnetic North Pole is about 1400 miles from the geographic pole.

A new chemical has been discovered that will color the water in the ocean, making an intense yellow patch visible many miles away to a rescue plane 10,000 feet in the air.

Camels can drink ten gallons of water at a time.

The tallest living tree in the United States—364 feet high—is a California redwood in Humboldt State Park.

There is enough food wasted annually in the United States to care for a population of thirty million people.

A new windshield that eliminates glare, sheds rain and snow, making windshield wiper unnecessary, is a recent development in glass.

George Washington Carver, the great Negro scientist who developed so many uses for the peanut, was traded for a race horse as a child.

The city of Redding, California, has a city-owned gold mine.

In the interior forests of Brazil is a tribe of Indians, so long lived that the majority of them live to be more than a

hundred years old. Disease does not trouble these simple people. Their bodies are agile and slim. Their most singular, universal acquirements are group harmony and an entire absence of worry. These people are in touch with beauties and joys which keep them attuned to the realities of true being.

Approximately four million barrels of oil had to be pumped into the Texas end of the new "Big Inch" pipe line recently, before any reached the Eastern seaboard.

Only a few days are required in nylon plants to shift from parachute yarn to stocking yarn.

Among the principal causes of major fires, the first is smoking. Lightning is the last.

The roar of Iguassa Falls in Brazil can be heard fifteen miles.

Butterflies taste with their legs, which are sixteen, hundred times as sensitive as the human tongue.

A Flying Fortress at cruising speed uses 250 gallons of gasoline an hour, while at full throttle the rate is almost doubled.

Soap is made to float by flowing it full of air bubbles while it is hot.

Early Americans planted onions near roses in the belief the onions would have a sweeter flavor.

The United States Army owns and operates its own network of fifty-five radio stations in England.

It takes 333 human hairs placed side by side to cover a space of one inch.

You must carry a tail light to walk on the rural highways of Delaware at night.

In some parts of Asia there are strange trees that "pray," bending down toward the ground once every day.

The color blind will not fear traffic lights in tomorrow's world. It is said a mechanism on the new auto to come will play sweet music on approaching a green light, and dissonant notes will be struck on approaching a red light.

On a very warm day a baseball will travel a little farther than on a cool day.

POPULAR SCIENCE MONTHLY

Leading educators throughout the nation agree that the School Edition of POPULAR SCIENCE MONTHLY, with its statistically proved teaching aids, is one of the most valuable of modern educational publications.

The Representatives of the Educational Department of Popular Science Monthly deeply appreciate the many courtesies that School Secretaries throughout the nation have shown them, and hereby express to those School Secretaries their warmest thanks.

EDUCATIONAL DEPARTMENT

Popular Science Monthly

353 Fourth Avenue, New York 10, N. Y.

WORK SHOP FOR SCHOOL SECRETARIES

(Continued from Page 26)

office. Another important duty is with regard to letters. Letters which go out from the school office should be neat and proper in form. It is very important from the point of view of public relations to acknowledge letters promptly.

Another factor of importance is the appearance of the school secretary. Her dress and general appearance should be in keeping with the position which she occupies.

In summary, the school secretary, because of the position she occupies, as a contact between the school system and the students, the faculty, the custodian, and the various "publics" plays a very important part in molding public opinion of the school system.

A Good Sponge

The governor of North Carolina was complimenting Thomas A. Edison one day on being a great inventor. The modest Edison looked discomfited.

"I am not a great inventor."

"But you have over a thousand patents to your credit, haven't you?"

"Yes, but about the only invention I can really claim as absolutely original is

the phonograph," was the reply.

"Just what do you mean?" asked the governor.

"Well," explained Mr. Edison, "I guess I'm an awfully good sponge. I absorb ideas from every source I can, and put them to practical use. Then I improve them until they become of some value. The ideas I use are mostly the ideas of people who don't develop them."

When dealing with our advertisers, please mention the National Secretary

A recent biography tells about Ralph Waldo Emerson and a boy trying to get a stubborn calf into a barn, the boy tugging on a rope around the animal's neck and the New England sage applying his shoulder to the calf's rump. They made no progress, despite their strenuous exertions. An Irish maidservant laughed hilariously at their discomfiture, then calmly dipping her finger into a pail of milk and putting it into the calf's mouth, easily led the animal into the building. Emerson walked away wiping perspiration from his face and thinking deeply. As the result of his experience he later wrote in his journal: "I love people who can **do** things."—B. E. Barnes.

A dog sees everything as pale gray; there are no brown, red, blue, or white details in his world. An Irish setter is not a red-haired beauty to another dog; it's just another gray member of the race. The hen is being constantly deceived in her food, for the worm is only half the size she thinks it is. As for fish, no wonder they are panicky about people. The fish sees the fisherman as a towering, distorted shape which would frighten the man himself, much less the fish.—Visual Digest.

By the Way

Wisdom is made up of ten parts, nine of which are silence, and the tenth, brevity.

A sharp tongue and a dull mind are usually found in the same head.

Everybody knows how to express a complaint, but few can utter a graceful compliment. It takes practice.

A good citizen is a person who would behave just as he does if there were no laws.

The supply of people for higher positions is never greater than the demand, and there is always a bigger job awaiting the fellow who qualifies for it.

Though we travel the world over to find the beautiful, we must carry it with us, or we find it not.—Emerson.

Luck seems to favor the man who doesn't count on it.

Picnic

Did you ever eat with your plate in your lap, and nice soft rocks for seats, while ants and bugs of species unknown dance fox-trots over the eats?

The water is mixed with leaves and twigs, pine needles are in the food; but, somehow or other, there's never a time when everything tastes so good!

When picturesque Senator J. Thomas Heflin held forth in Washington he fre-

quently maintained that his native state of Alabama was the most chivalrous.

"Nowhere is this more to be observed," he said, "than in that least chivalrous of places, the court of law." Then he told this story:

"An Alabama judge, a courtly gentleman of the old school, had to try a case in which one of the witnesses happened to be an actress greatly admired in the South. The nature of the evidence was such that the usual question, 'What's your age?' was more than likely to be asked, so when she came to the stand his Honor told the clerk to suspend action for a moment; then turning to the actress he demanded:

"'Madam, how old are you?'"

"'Twenty-six,' she replied, although she was at least thirty-six.

"'Very well,' said the Judge politely. 'I have asked you that question because if I hadn't it would surely have been asked you when the attorney for the defense cross-examined you. And now that you have told us your age, do you swear to tell the truth, the whole truth, and nothing but the truth?'"

—Submitted by C. D. Peebles.

When donkeys take a stubborn spell, I venture this opinion: that man should stop and recollect how many times he's been one.



JUST IN FUN

A Hardy Bird

"The mule," wrote a schoolboy, "is a hardier bird than the goose or turkey, and different. He wears his wings on the side of his head. He has two legs to walk with, two more to kick with, and is awful backward about going forward."

All in the Family

His wife determined to cure him of his bad ways, and with the aid of a sheet and an electric torch transformed herself into a fair imitation of a ghost. Then she went to the drunkard and shook him.

"Whash that?" murmured the toper.

"Satan," came the reply in a sepulchral tone.

"Shake handsh, old horsh. I married your sister."

Definitions

Glamour: When the value of the package exceeds that of the contents.

Lorgnette: French name for a dirty look you can hold in your hand.

Confirmed bachelor: One who thinks that the only thoroughly justified marriage was the one that produced him.

Housewarming: The last call for wedding presents.

Sanitarium: A place where people wind up when they are run down.

True Story

A young lady recently applied for a position in a government office. She asked the clerk how many girls worked in the office, and he said about half of them.

Illness

"Why did you leave your last job?"

"Illness."

"What sort of illness?"

"My boss said he got sick of me."

Vengeance

A school teacher was recently stopped in Detroit for driving through a stop sign and was given a ticket calling for her appearance in traffic court the following Monday. She went at once to the judge, told him that she had to be at her classes then, and asked for the immediate disposal of her case.

"So," said the judge sternly, "you're a school teacher. That's fine. Madam, your presence here fulfills a long-standing ambition for me. For years I have yearned to have a school teacher in this court. Now," he thundered, "you sit right down at that table over there and write 'I went through a stop sign' 500 times."

Taking No Chances

What with the price of eggs going up, we weren't at all surprised to hear a young mother at the market say: "Joe, you carry the baby and let me have the eggs. You might drop them."

Misinterpreted

A plumber joined the Army and went in for his trade test. He was asked to make a joint in a lead pipe. When it was finished the officer put on his papers: "Joint very neatly done."

Three weeks later the man found himself head cook in the officers' mess.

"Did you know, dear, that that tunnel we passed through was two miles long and cost \$12,000,000?" asked the young man of his sweetheart.

"Oh really?" she replied, as she started to rearrange her dishevelled hair. "Well, it was worth it, wasn't it?"

Foreman (to small son of workman who has met with an accident): "When will your dad be ready to work again?"

Boy: "Can't say for certain, but it will be a long time."

Foreman: "What makes you think that?"

Boy: "Compensation's set in!"

A school teacher telephoned the mother of one of her pupils to discuss the actions of the boy. "He swears terribly on the playground, and I just can make him stop it," she complained.

"Jes' lak his pappy!" exclaimed the mother.

"And besides that, he pulls the girls' hair and slaps them and makes them cry, and he won't apologize."

"Jes' lak his pappy!" the mother reiterated.

"And besides that, he steals things from the other pupils, and then lies about it when he is accused."

"Jes' lak his pappy!" the mother repeated. "Lawdy! Ah's glad Ah didn't marry dat man!"

A customer called the photographic department of a large drug store to ask if they would enlarge a snapshot of her son. Yes, they would.

Then she wanted to know if they could remove his hat—she would rather have the enlargement without the hat.

That could be arranged, but on which side did he part his hair, and was it straight or curly?

"Don't be silly!" snapped the woman. "You'll see that when you take his hat off."

Cute nurse: "There is a patient in my ward who hasn't made love to me yet."

Second nurse: "One of mine is unconscious, too."

Just Patriotic

"What the dickens are you doing in the cellar?" demanded the rooster.

"If it's any of your business," replied the hen, frigidly, "I'm laying in a supply of coal."

Recently the following telephone episode occurred in exemplified efficiency business circles:

The phone rang. "This is Perkins, Parkins, Peckham, and Potts—good morning."

"I want Mr. Perkins, please."

"Who's calling, please?"

"Mr. Pincham, of Pincham, Pettam, Poppum, and Pogg."

"Just a moment, please, I'll give you Mr. Perkins' office."

"Hello—Mr. Perkins' office."

"Let me speak to Mr. Perkins."

"Mr. Perkins? I'll see if he's in. Who's calling, please?"

"Mr. Pincham of Pincham, Pettam, Poppum, and Pogg."

"Just a moment, Mr. Pincham. Here's Mr. Perkins. Put Mr. Pincham on the line, please."

"Just one moment, please. I have Mr. Pincham right here. Okay with Perkins, Parkins, Peckham, and Potts, Mr. Pincham. Go ahead, please."

"'Lo, Joe. How about lunch?"

"Okay!"

"My dear," said a nice old lady to her granddaughter, "I wish you would do something for me. I wish you would promise me never to use two words. One is swell and the other is lousy. Would you promise me that?"

"Why sure, Granny," said the girl. "What are the words?"

Below Par

In Washington they tell the story of a golfing clergyman who had been badly beaten on the links by a parishioner 30 years his senior, and had returned to the club house rather disgruntled.

"Cheer up," his opponent said, "remember, you win at the finish. You'll probably be burying me some day."

"Even then," said the preacher, "it will be your hole."

Jack Sprat could eat no fat, his wife could eat no lean, but now they eat what they can get, and lick the platter clean.

—Grit.

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